

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
February 2, 2015

The Lyndon City Council met in regular session on Monday, February 2, 2015, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Smith called the meeting to order.
2. ROLL CALL: City Clerk called roll of the City Council. Mayor Brandon Smith and members Doug Watson, Darby Kneisler, Chris Cole, and Bill Patterson present.

City Staff present: City Attorney, Pat Walsh; Betty Thompson, City Administrator; Julie Stutzman, City Clerk; David Wilson, Public Works Supervisor; and Darrel Manning, Chief of Police.

Others present: Kelly Hurla, Osage Herald Chronicle.

3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS: Kneisler made the motion to approve the regular meeting minutes of January 20, 2015 as read. Cole seconded, motion carried.
4. CORRESPONDENCE TO COUNCIL:
 - Copy of letter from Shirley Wenger.
5. CITIZEN'S STATEMENTS AND PETITIONS: None.
6. EXECUTIVE SESSION: Patterson made the motion to recess to executive session for 15 minutes for non-elected personnel with the City Administrator attending. Kneisler seconded, motion carried. Council reconvened with no binding action taken.

Kneisler made the motion to recess to executive session for 10-minutes for non-elected personnel with the City Administrator attending. Watson seconded, motion carried. Council reconvened with no binding action taken.

7. UNFINISHED BUSINESS:
 - a) BAILEY HOUSE GUTTERS: The City Administrator stated Peggy Clark with HPPL submitted invoices on labor and painting of the Bailey house gutters. After further discussion about what was paid by the City, Cole made the motion to pay 70% of the labor for the Bailey House in the amount of \$297.50 as previously agreed on at the January 6, 2014 meeting. Kneisler seconded, motion carried.
 - b) FINANCIAL UPDATES AND REVIEW OF 2015 PROJECTS: The City Administrator provided the final copy of the year-end report and stated that Jennifer from the auditor's office helped work through some processes. She stated the encumbrances were the same and that records between the City Administrator and City Clerk matched. The City Administrator provided a breakdown of the 2015 salaries from the General, Pool, Municipal Court, Law Enforcement, Sewer and Trash Funds and discussed these with Council as well as summer hiring and an additional crossing

guard for Safe Routes to School. She stated that there are funds available to hire a part-time officer from the Law Enforcement Fund. The City Administrator discussed percentages of salaries and benefits from each fund and possible transfers. She also discussed the carry over in the Water Fund and that 94% of the water expenses cover utilities, bond payments, purchase of water from PWWSD#112, salaries and benefits. She stated about \$14,000-\$20,000 is available to fund water repairs yearly. The City Administrator stated the City would pay \$1700 for water tower inspection, \$8500 for City intake repair and \$654 for the intake hose, and fees to inspect the City Lake Dam.

The City Administrator stated if the City wanted to do an engineering study of the water system to determine needs and current condition, the study would cost approximately \$3,000 to \$8,000. She spoke with Bruce Boettcher of BG Consultants and the preliminary engineering study for the sewer plant or transitioning to lagoon system costs about \$6,500. This would take into consideration population growth and operations.

The City Administrator stated the preliminary work for Safe Routes to School needs to be complete before April 1, which includes removing the trees on 8th street. The City maintenance crew will cut the trees down to three feet and the Council discussed with the Maintenance Supervisor which trees are included in the project. Kneisler asked if the City retained BG Consultants to do the engineering for Phase II of Safe Routes to School and the City Administrator stated there is no contract between the City and BG Consultants for the project. Mr. Boettcher told the City Administrator they needed to contact Mike with KDOT and notify him the City is hiring BG Consultants to do the LPA inspection work. KDOT will then prepare and send a work order for the project to BG, they will fill in the paperwork, and then KDOT will circulate it around for approvals.

The City Administrator discussed with Council how the Neighborhood Revitalization rebates affects the January distribution from the County.

The City Administrator discussed the Pride budget for 2015 and stated in the past it was funded out of the General Parks Fund. The City Clerk stated the Pride expense and revenues will have its own set of codes and not funded through Parks. The Pride will be discussing at their meeting tomorrow night the process of getting the 501c3 status and setting up a bank account.

The City Administrator stated the City needed to decide what to do with dilapidated housing. She stated she has reviewed the current Comprehensive Plan which was last updated in 2001, and the bylaws and ordinance establishing the Planning and Zoning Commission. The City Administrator stated they are an appropriate committee to look at housing issues such as dilapidated housing and historical buildings. She stated she would like to work with the Planning and Zoning Commission to update the Comprehensive Plan. The City Administrator stated that there are pictures of seven dilapidated structures within the City. The City Attorney stated there had been discussion several times in the past about dilapidated buildings and it would have to be budgeted. He stated to remove dilapidated housing or buildings in town would cost approximately \$8,000-\$15,000 per structure

and the City would not recover those expenses. Kneisler stated the City should start saving funds or wait to see how the vote turns out on the half-cent sales tax to fund removing these structures. The City Attorney stated the City would need to create a line item for this expense in the budget to fund removing one structure per year. The City Administrator stated that the ordinance establishing the commission required the Governing Body shall approve a budget for the Planning and Zoning Commission.

- c) JONES PARK USE AGREEMENT: Watson stated the last scheduled meeting was postponed due to some of the members not being able to attend. He stated the Council needs to agree on what the City is willing to maintain at Jones Park and budget the money. Watson stated there was a discussion about if something needs repaired and the City does not have the funds at the time to repair it, it would be a possibility that either the School or Rec would fix it if they have the funds available. It was noted the new Jones Park Agreement needs to be signed and finished by before June 30. The City Administrator stated a Capital Improvement Plan for Jones Park facilities would be helpful in budgeting for future maintenance of the park and its facilities. There was a brief discussion about the aging playground equipment and volleyball court at Jones Park. After further discussion, it was consensus of the Council to meet at 6:00 p.m. for the February 16 and March 2 meetings to decide what the City will propose to maintain in the Jones Park Use Agreement.

8. NEW BUSINESS:

- a) TOWN HALL AND COMMUNITY MEETINGS: The City Administrator stated she has had several residents come in to discuss areas of improvement within the City. She stated that the Elementary School Principle Jennifer Hamlet was approached by the local churches and they have formed a group that focuses on community and youth activities for children after school and during the summer. The City Administrator stated this ties into her efforts to start community conversations that provide information to residents about serving on the Council, City departments and operations, City budget, and the proposed half-cent sales tax. Watson stated he would rather see things on the list of conversation topics split into separate meetings and not overwhelm people with too much information. Watson stated that maybe we go to the meetings of other groups such as the Lions Club and get on their agenda to discuss the sales tax and community events. After further discussion, it was consensus of the Council to hold off having a Town Hall meeting and to promote the half-cent sales tax through Q & A on the City's Facebook, information on the City's website, flyers/brochures and postcards. The City Administrator stated she would have a flyer/ brochure and postcard prepared for the next Council meeting.

9. STAFF REPORTS:

- a) POLICE: Council received a copy of the Officer Activity report for January 2014.
- b) PLANNING AND ZONING: The Zoning Administrator provided a brief report of approved building permits and the next meeting date is on Wednesday, February 4th at 6:30 p.m. It was noted there are still vacancies on that board.

- c) MAINTENANCE: The Council received a copy of the Maintenance Activity Report.
- d) CITY CLERK: Council received a copy of the Clerk's report.

The City Clerk stated the Council needed to decide if the City was going to participate in the Kansas Sampler this year. She stated it is in Wamego again and registration is due. Last year's registration cost to was \$181 and discussed the benefits and return on investment to the City in attending. After further discussion, it was consensus of the Council to purchase day and parking passes for the City Clerk to attend the Kansas Sampler and get ideas of what other communities/cities are doing, but will not be participate this year.

The City Clerk did provide the Council with a copy of the Pride constitution for information purposes.

- e) CITY ADMINISTRATOR: Council received a copy of the City Administrator's report and she discussed it with Council. She stated that RWD#7 has taken over RWD#1 which will decrease the City's revenue in water by approximately \$13,000 a year.

The City Administrator stated she attended the meeting regarding Osage City's motel feasibility study at Lyndon State Bank.

The City Administrator provided Council with upcoming meetings for their information if they would like to attend.

The City Administrator stated she will be attending the KACM Conference on Thursday in Wichita.

The City Administrator discussed the Farmer's Market and it was consensus of the Council not to facilitate the market this year.

10. COUNCIL COMMENTS:

Patterson wanted to inform the Council that he has a student who is looking to do a community service project and is thinking about putting on a 5K Race with the proceeds going to the Cancer Society. Tentatively the race will be on April 18th.

Kneisler stated he didn't feel like the City needed to spend money on the engineering study for water and sewer systems. He would like to wait until after the April election and after Safe Routes has begun.

Kneisler asked about the responses to the surveys on the back of the water bills. The City Administrator stated the City received several responses from the first survey, however, on the second survey the responses are getting fewer. Kneisler stated he would like to discontinue putting information on the water bills.

Kneisler discussed the Master List and the Council's need to start checking some of the tasks off the list.

Watson asked about the progress of the ice machine project north of town. The City Administrator stated she has continued to meet with Mr. Zerr and as soon as they feel they have "crossed all of the t's and dotted the i's", they will bring it back to Council to discuss.

11. EXECUTIVE SESSION: Patterson made the motion to recess to executive session for 10 minutes for Attorney-Client privilege with the City Attorney. Kneisler seconded, motion carried. Council reconvened with no binding action taken.

Patterson made the motion to recess to executive session for 5 minutes for Attorney-Client privilege with the City Attorney. Kneisler seconded, motion carried. Council reconvened with no binding action taken.

12. ADJOURNMENT: Patterson made the motion to adjourn to February 16, 2015 at 6:00 p.m. for special meeting. Cole seconded, motion carried.

Julie Stutzman

City Clerk